

TITLE: Lead Vehicle Mechanic

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DEPARTMENT: Finance and Management Services DepartmentREPORTS TO: Fleet Maintenance SupervisorSUPERVISES: Provides lead direction to Vehicle Mechanic II & Vehicle Mechanic IDEFINITION:

Under the direction of the Fleet Maintenance Supervisor, oversees the daily activities of shop mechanics in addition to performing all the duties of the Vehicle Mechanic II. Plans, schedules, assigns and directs the work of shop mechanics. Performs a wide variety of preventative maintenance and repair activities on gasoline, diesel equipment and large fire apparatus. Diagnoses malfunctions and accomplishes repairs in the shop or in the field as needed.

DISTINGUISHING CHARACTERISTICS

Lead Vehicle Mechanic is distinguished from Vehicle Mechanic II and Vehicle Mechanic I by the responsibility to oversee and schedule the work of other mechanics and coordinate repair requirements with the Fleet Maintenance Supervisor. The Lead Vehicle mechanic II is also responsible for coordinating and maintaining the parts inventory.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Oversees and reviews work of Vehicle Mechanic II and Vehicle Mechanic I for quality assurance, repairs or maintenance to city vehicles and equipment.

Performs scheduling and general preventative maintenance and repair activities on police, fire, and other City vehicles. Services vehicles with oil, changes filters, lubricates, adjusts brakes, and other servicing and tune-up procedures.

Diagnoses mechanical problems using electronic and mechanical test equipment. Repairs gasoline or diesel engines by removing defective parts and fitting replacement parts.

Inspects and repairs steering, transmission, electrical system, cooling system, starter, alternator, tires, and other major components. Repairs air and hydraulic brakes and other specialized equipment.

Trains and assists less experienced employees in automotive diagnosis, maintenance, and repair. Assures that work is accomplished in accordance with established safety practices.

Installs, maintains, and replaces emergency equipment; wires systems for police and fire vehicles. For second or greater alarm fires, keeps equipment running at fire scenes.

Operates standard shop equipment and hand tools in the maintenance and repair of vehicles.

Maintains repair records and parts inventory for vehicles requiring maintenance or repairs. Monitors supply level and reports supply requirements to supervisor.

Performs specialized repair work on public works vehicles; performs arc welding to fabricated parts as necessary to accomplish repairs.

Performs annual DEQ inspections for all City vehicles; performs annual fire truck testing.

Records monthly mileage and fuel reading for fire stations and all City vehicles.

Cleans and maintains City vehicle repair shop in an orderly manner; maintains shop tools in safe and proper working condition.

#### OTHER JOB FUNCTIONS

Responds to vehicle emergencies in the event of a 2<sup>nd</sup> alarm or greater emergency situation.

Required to be on-call for emergency call outs.

Performs other related duties as assigned.

#### WORKING CONDITIONS:

Duties are primarily performed in the shop while standing or bending over vehicles and may require travel to emergency sites to assure equipment operation. Employees risk physical hazard from mechanical and electrical equipment, exhaust fumes, hot motors and objects, grease, chemicals and solvents. Regular lifting of heavy materials and equipment such as parts, tires, fans, or fire hoses ranging in weight from 20-50 lbs. is required. Physical exertion may be required to climb ladders or large equipment, work in cramped spaces for long periods of time with arms extended. May be required to work outside in varying weather conditions.

#### QUALIFICATIONS:

##### Knowledge of:

- Gasoline and diesel engines and large fire apparatus equipment , fuel systems, transmissions, hydraulics, air brake and related mechanical systems.
- Occupational hazards and safety precautions of the mechanical and automotive trade.
- Hand and power tools and computer instruments used in vehicle maintenance and repair.
- PC software for data tracking and inventory control.

##### Ability to:

- Diagnose and repair complex and minor mechanical and electrical defects in vehicles and special equipment.
- Read, understand, and apply shop manual information and tune-up specifications.
- Provide lead direction to less experienced mechanics.
- Provide responsive customer service to internal and external customers and staff.
- Operate testing equipment.
- Recognize differences in color to assure safety requirements in electrical wire repairs.
- Perform manual labor in uncomfortable conditions and in all weather conditions.
- Prioritize and organize work assignments.

- Operate a variety of hand and power tools used in automotive maintenance work.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Two years of training in automotive technology (journey-level vehicle mechanic proficiency) and three years of mechanical repair experience with gasoline or diesel equipment.

Experience in the repair or maintenance of fire apparatus equipment preferred.

Licenses, Certificates, and Other Requirements

Valid commercial driver's license (CDL).

DEQ Inspection Certification.

Automotive Service Excellence (ASE) Certificates preferred.